

12000

14 JUL 1999

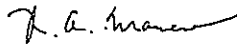
MEMORANDUM

From: Foreign Labor Office, Commander U.S. Naval Forces, Japan
To: Commanding Officer, U.S. Naval Air Facility Misawa

Subj: TRANSFER OF MASTER LABOR CONTRACT (MLC) EMPLOYEES

Ref: (a) NAF Misawa ltr 12000 Ser 00/0315 7 Jul 99

1. Your request, reference (a), to transfer one funded MLC Safety Technician, BWT 1-285-5 from U.S. Fleet and Industrial Supply Center, Yokosuka Fuel Department, Hachinohe Terminal to U.S. Naval Air Facility, Misawa effective 1 Aug 99 is approved.
2. Required position and personnel actions should be coordinated with your servicing HRO. The effected employee should be advised of the changes as far in advance as possible before the effective date of the action.
3. A separate letter will be prepared by our office annotating the funded spaces and Special Measures Agreement Labor Cost Sharing funding amount transferred between the two activities.
4. Point of contact is Mr. R. A. Manese at 243-7756, e-mail n01cp1@cnfi.navy.mil or Ms. M. Yanagida at 243-9519, e-mail n01cp2@cnfi.navy.mil, fax 243-7653.


R. A. MANESE

Copy to:
CINCPACFLT Pearl Harbor (Code N01CP)
FISC Yokosuka
HRSO Atsugi



DEPARTMENT OF THE NAVY

U. S. NAVAL AIR FACILITY
MISAWA, JAPAN
APO AP 96319-5000

IN REPLY REFER TO:

12000

Ser 00/ 0315

7 Jul 99

From: Commanding Officer, U.S. Naval Air Facility Misawa
To: Commander, U.S. Naval Forces, Japan (N01CP)

Subj: TRANSFER OF MASTER LABOR CONTRACT (MLC) EMPLOYEES

Ref: (a) FISC Yokosuka ltr 7000 Ser 41/0382 of 30 Jun 99

1. Per reference (a), Commanding Officer, U.S. Naval Air Facility (NAF) Misawa accepts the transfer of one funded MLC Safety Technician, BWT 1-287-5 position from Commanding Officer, U.S. Fleet and Industrial Supply Center (FISC), Yokosuka.
2. This safety technician position will be transferred as of 1 August 1999. NAF Misawa will from that date provide continuous safety services to FISC Yokosuka's Fuel Department, Hachinohe Terminal, subject to the terms of a Memorandum of Agreement between NAF Misawa and FISC Yokosuka.
3. Point of contact for NAF Misawa is , Mr. William J. Turnbull, Safety Manager, DSN 226-3446 or Ms. Keiko Tatenai, Management Office, DSN 226-2488.


KEITH J. DENMAN

Copy to:
FISC Yokosuka
Fuel Dept. Hachinohe Terminal
Safety Dept, NAF Misawa

12000

06 JUL 1999

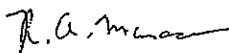
MEMORANDUM

From: Foreign Labor Advisor, Commander U.S. Naval Forces, Japan
To: Commanding Officer U.S. Fleet and Industrial Supply Center, Yokosuka, Japan

Subj: TRANSFER OF MASTER LABOR CONTRACT (MLC) EMPLOYEE

Ref: (a) FISC Yokosuka ltr 7000 Ser 41/0382 of 30 Jun 99

1. Your request, reference (a), to transfer one MLC funded space from U.S. Fleet and Industrial Supply Center, Hachinohe Fuel Terminal to U.S. Naval Air Facility (NAF) Misawa Safety for Installation Claimant Consolidation/Base Operating Services, effective 1 Aug 99 is approved.
2. Necessary position and personnel actions should be coordinated with your servicing HRO and submitted at least 15 days prior to the effective date. Effective employee should be advised of the changes as far in advance as possible before the effective date of the action.
3. Upon receipt of a acceptance letter from NAF Misawa of this funded space, a separate letter will be prepared by our office annotating the funded spaces and Special measures Agreement Labor Cost Sharing funding amount transferred between the two activities.
4. If you have any questions, point of contact is Mr. R.A. Manese (243-7756) or Ms. M. Yanagida (243-9519), e-mail n01cp1@cnfj.navy.mil.


R. A. MANESE

Copy to:
NAF Misawa
CINCPACFLT Pearl Harbor (Code N01CP)

SUPPORT AGREEMENT

| | | | | | | | |
|---|--|---|--|---|--|--|--|
| 1. AGREEMENT NUMBER (Provided by Supplier) SAWA N68212 | | 2. SUPERSEDED AGREE NO. (If it replaces another agreement) | | 3. EFFECTIVE DATE: (MMDDYY) | | 4. EXPIRATION DATE: Indefinite <input type="checkbox"/> | |
| 5. SUPPLYING ACTIVITY | | | | 6. RECEIVING ACTIVITY | | | |
| a. NAME AND ADDRESS U.S. NAVAL AIR FACILITY MISAWA Box 5048 APO AP 96319-5000 TELE / FAX / EMAIL: DSN: 226-2939 | | | | a. NAME AND ADDRESS U.S. FLEET AND INDUSTRIAL SUPPLY CENTER PSC 473 BOX 11 FPO AP 96349-1500 TELE / FAX / EMAIL: DSN: 243-5015 | | | |
| b. MAJOR COMMAND CINCPACFLT | | | | b. MAJOR COMMAND NAVSUP | | | |
| 7. SUPPORT PROVIDED BY SUPPLIER | | | | 8. RECEIVING ACTIVITY | | | |
| a. SUPPORT (Specify what, when, where, and how much) | | | | b. BASIS FOR REIMBURSEMENT | | c. ESTIMATED REIMBURSEMENT | |
| | | | | Total Est Reimbursement | | \$0 | |
| | | | | Total Est Non-Reimbursement: | | | |
| SUPPORT REQUIREMENTS ATTACHED: <input checked="" type="checkbox"/> | | | | | | | |
| 8. SUPPLYING COMPONENT | | | | 9. RECEIVING COMPONENT | | | |
| a. COMPTROLLER SIGNATURE:  LT T CARTWRIGHT | | b. DATE SIGNED | | a. COMPTROLLER SIGNATURE:  LCDR T WILKINS | | b. DATE SIGNED 20 JUL 99 | |
| c. APPROVING AUTHORITY | | | | c. APPROVING AUTHORITY | | | |
| (1) Typed Name K.J. DENMAN CAPTAIN, USN | | | | (1) Typed Name J.G. RIPPERTON CAPTAIN, SC, USN | | | |
| (2) Organization NAF MISAWA | | (3) Telephone Number () 226-3005 | | (2) Organization FISC YOKOSUKA | | (3) Telephone Number () 243-7077 | |
| (4) Signature  | | (5) Date Signed 26 MAY 99 | | (4) Signature  | | (5) Date Signed 26 MAY 99 | |
| 0. TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.) | | | | | | | |
| a. APPROVING AUTHORITY SIGNATURE | | | | b. DATE SIGNED | | a. APPROVING AUTHORITY SIGNATURE | |
| | | | | | | b. DATE SIGNED | |

11. GENERAL PROVISIONS (Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to printed provisions, additional parties to this agreement, billing, and reimbursement instructions.)

- a. The receiving components will provide the supplying component projections of requested support. (Significant changes in the receiving component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of force requirements.)
- b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of _____ prior to changing or cancelling support.
- c. The component providing reimbursable support in this agreement will submit statements of costs to: _____
- d. All rates expressing the unit of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.
- e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.
- f. In case of mobilization or other emergency, this agreement will remain in force only within supplier's capabilities.
- g. **FUNCTIONAL DESCRIPTION:** As part of ICC/BOS, the Receiver has transferred ten funded MLC Security billets. Security services provided will include a storefront of all these assets, located in the Receiver's spaces, with knowledge of the Receiver's security issues and concerns. NAF Misawa will coordinate the security force, provide training, and interface with U.S. Air Force and JASDF security forces.

ADDITIONAL GENERAL PROVISIONS ATTACHED: ☒

12. SPECIFIC PROVISIONS (As appropriate: e.g., location and size of occupied facilities, unique supplier and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)

1. BACKGROUND

Commander U. S. Naval Forces Japan (CNFJ) was tasked to develop and implement a regional concept for delivery of Base Operating Support (BOS) services in the Japan region. NAF Misawa was directed by CINCPACFLT to consolidate security operations as part of an Inter Claimant Consolidation (ICC) of BOS funds. Under this ICC, BOS funds previously owned by NAVSUP Claimancy were transferred to the CINCPACFLT Claimancy. The BOS transfer is now completed, this Installation Support Agreement (ISA) sets out the services to be provided by the Supplier (NAF Misawa) and the Receiver (FISC Yokosuka, Hachinohe Fuel Terminal). Transfer of equipment was not addressed in the negotiations between NAVSUP and CINCPACFLT. This issue is being pursued by the two claimants. Until resolved, equipment will continue to be used in the positions for which they were acquired and owned by FISC Yokosuka.

2. POLICY

It is understood that NAF Misawa (Supplier) will provide a storefront representation at FISC Yokosuka, Hachinohe Fuel Terminal. Services will remain "as is, where is", with equal or better standards. Only security personnel with the required fuel specific security training shall be detailed to fuel facilities.

Security functions include, but are not limited to, security inspections, controlling access and egress, and protecting official and personal resources at Hachinohe Fuel Terminal and its operated facilities.

ADDITIONAL SPECIFIC PROVISIONS ATTACHED: ☒

All Specific Provisions

Agreement Nbr MISAWA N68212

CESS CONTR Access Control

5530.14B para 0306

Supplier will:

1. Provide the following minimum security measures (personal identification and control system) for all areas using applicable directives:

- a. Badge production (daily), Badge reissue (as needed).
- b. Provide after hours access control to designated restricted areas.
- c. Inspect persons and vehicles entering Hachinohe Fuel Terminal to detect and prevent introduction of prohibited items.
- d. Inspect persons and vehicles departing Hachinohe Fuel Terminal to detect and prevent unauthorized removal of government or personal property.
- e. Obtain access authorization from the Receiver.

Receiver will:

1. Comply with Supplier directives.

FACILITY MOD Facility Modifications

5530.14B para 0118

Supplier will:

1. Review physical security enhancement modifications (new intrusion detection alarm system equipment, security fencing, security lighting, etc.) to existing buildings, facilities, sites, etc., during the design process and review stages.

Receiver will:

1. Notify Supplier of new and projected construction.
2. Comply with all Supplier directives.

GUARD FORCE Guard Force

5530.14B para 0111

Supplier will:

1. Organize, train and maintain a guard force.
2. Maintain post orders IAW with OPNAVINST 5530.14 Series. Obtain Receiver input and resolve any concerns prior to modification.
3. Guard force will train and maintain proficiency on the operation of the fire suppression system.

Receiver will:

1. Comply with all Supplier directives.

INFO SEC Information Security

Supplier will:

1. Conduct preliminary inquiries into suspected or actual loss, or compromise of classified material, and immediately notify the nearest NCIS field office to initiate inquiries.

Receiver will:

1. Notify Supplier of suspected or actual compromise of classified material immediately.
2. Notify Supplier of suspected or actual loss of classified material.
3. Immediately notify Supplier of suspected or actual breaches of security concerning the protection of classified material.
4. Comply with Supplier directives.

INVESTIGATION Investigations

5530.14B para 0303

Supplier will:

1. Provide all law enforcement and investigative services to include the following:
 - a. Investigation of Missing, Lost, Stolen or Recovered (MLSR) reportable property (as needed).
 - b. Investigation of material mishandling incidents (as needed).
 - c. Investigation of suspicious in-house losses (as needed).
 - d. Investigation of reported thefts of personal property (as needed).

Receiver will:

1. Notify Supplier of losses immediately.
2. Comply with Supplier directives.

KEY AND LOCK Key and Lock control

Establish and/or maintain a strict key and lock control program at FISC. Included within this program are all keys, locks, padlocks, and locking devices used to protect or secure restricted areas, activity perimeters, security facilities, critical assets, classified materials, sensitive materials, and supplies. This program shall include the following actions on the frequency stated:

Supplier will:

1. Establish and/or maintain a strict key and lock control program at Hachinohe Fuel Terminal. Included within this program are all keys, locks, padlocks, and locking devices used to protect or secure restricted areas, activity perimeters, security facilities, storage facilities, critical assets, classified materials, sensitive materials, and supplies.

Receiver will:

1. Allow access to restricted areas.
2. Notify Supplier for emergent requirements.
3. Comply with all supplier directives.

NEW CONSTRUCTION New Construction

5530.14B para 0117

Supplier will:

1. Ensure that plans for new construction comply with the requirements of the appropriate physical security design/technical manuals by conducting reviews during the design process and various review phases.

Receiver will:

1. Notify Supplier of new and projected construction.
2. Comply with all Supplier directives.

PERSEC Security Services

Supplier will:

1. Initiate, accept, review, and process personnel security clearances.

2. Provide a list of cleared personnel to individuals identified by the receiver.

Receiver will:

1. Notify Supplier of clearance processing requirements.
2. Comply with Supplier directives.

PHYSICAL SEC Physical Security

Includes Security inspections, controlling and egress, and protecting official and personal resources at DOD owned or operated facilities.

Supplier will:

1. Conduct a detailed physical security survey on all Hachinohe Fuel Terminal locations once every two years.

Receiver will:

1. Allow access to the restricted areas to conduct security surveys.
2. Comply with all Supplier directives.
3. Take corrective action on discrepancies identified on Supplier's physical security inspection report.

TRAINING Training

1530.14B para 0900,0303; DOD O 2000.12; OPLAN N5075-97 an x 8

Supplier will:

1. Maintain and deliver at Hachinohe Fuel Terminal, a bilingual Security Education Program to ensure that all assigned personnel, military and civilian, recognize, understand and carryout their responsibilities. It will include all pertinent aspects of physical security, loss prevention, personnel and information, operation and communication security.

2. Conduct a quarterly bilingual security indoctrination/training for all newly reporting personnel, military and civilian. All personnel shall receive initial security indoctrination/training within 90 days of reporting for duty or employment. Additionally, all personnel currently assigned who have not attended security indoctrination/training course in the past shall do so within one year.

3. Conduct indoctrination of local procedures for preventing property losses as well as personal responsibility for the care and protection of government property. This will include bilingual training on key control and other warehouse specific security training on an as needed basis.

4. Publish security awareness topics using various methods.

5. Conduct comprehensive anti-terrorism briefs (Level I annual anti-terrorism briefs) to all personnel, which will include topics such as: hostile intelligence service threats, protection of government property, crime watch and physical security as well as information on terrorist threats, on an annual basis, and country specific threats on an as needed basis.

6. Provide disaster preparedness training as needed

Receiver will:

1. Notify Supplier of fuel terminal specific security training requirement.
2. Notify Supplier of country specific security and anti-terrorism brief requirement.
3. Comply with all Supplier directives

Plan of Action and Milestones

Security ISA (Misawa / FISC)

| Task | POC | Target Date | Comments |
|---|-------------|-------------|------------------------------------|
| Provide PD's to Misawa Management Office (MO) | FISC | Done | Identify POC from both commands |
| Provide list of names and billets to transfer to Misawa MO | FISC | Done | |
| Provide current Organization chart to Misawa MO | FISC | Done | |
| Receive ISA inputs | FISC/Misawa | Done | |
| ISA's signed. | FISC/Misawa | 26-May-99 | |
| Transfer package forwarded to CNFJ HRO/FLO | Misawa | 11-Jun-99 | |
| Determine new site requirements (i.e. space, furniture, etc.) | Misawa | TBD | |
| Notify KPG & LMO of personnel actions | CNFJ HRO | 1-Jul-99 | Determine Adverse Impact |
| Notify employees | FISC | 1-Jul-99 | |
| Submit PARS to LMO via CNFJ HRO | CNFJ HRO | 15-Jul-99 | 15 days before Functional Transfer |
| Transfer of Minor Property Equipment/Adjust MP records | FISC/Misawa | 15-Jul-99 | |
| Cancel Purchase/phone/etc. cards | FISC | 15-Jul-99 | |
| Report change of functionality to customers | FISC/Misawa | 1-Aug-99 | |
| Debrief personnel - Farewells | FISC CO/DH | 1-Aug-99 | |
| Transfer Function & Personnel | FISC/Misawa | 1-Aug-99 | Must be 1st of the Month |

POC's:

Misawa:

Rodney Thompson

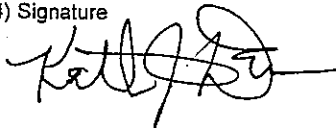

252-4162

FISC:

Roger Hoot

243-7874

SUPPORT AGREEMENT

| | | | | | | | |
|---|--|---|--|---|--|--|--|
| 1. AGREEMENT NUMBER (Provided by Supplier) NAF SAFE/ENVIRO | | 2. SUPERSEDED AGREE NO. (If it replaces another agreement) | | 3. EFFECTIVE DATE: (MMDDYY) | | 4. EXPIRATION DATE: Indefinite <input type="checkbox"/> | |
| 5. SUPPLYING ACTIVITY a. NAME AND ADDRESS U.S. NAVAL AIR FACILITY MISAWA Box 5048 APO AP 96319-5000 TELE / FAX / EMAIL: DSN: 226-3446 | | | | 6. RECEIVING ACTIVITY a. NAME AND ADDRESS US FLEET AND INDUSTRIAL SUPPLY CENTER PSC 473 BOX11 FPO AP 96349-1500 TELE / FAX / EMAIL: DSN: 243-5015 | | | |
| b. MAJOR COMMAND CINCPACFLT | | | | b. MAJOR COMMAND NAVSUP | | | |
| 7. SUPPORT PROVIDED BY SUPPLIER | | | | | | | |
| a. SUPPORT (Specify what, when, where, and how much) | | | | b. BASIS FOR REIMBURSEMENT | | c. ESTIMATED REIMBURSEMENT | |
| | | | | Total Est Reimbursement | | \$0 | |
| | | | | Total Est Non-Reimbursement: | | | |
| SUPPORT REQUIREMENTS ATTACHED: <input checked="" type="checkbox"/> | | | | | | | |
| 8. SUPPLYING COMPONENT | | | | 9. RECEIVING COMPONENT | | | |
| a. COMPTROLLER SIGNATURE: LT. T. CARTWRIGHT | | b. DATE SIGNED | | a. COMPTROLLER SIGNATURE: LCDR T. WILKINS | | b. DATE SIGNED | |
| c. APPROVING AUTHORITY (1) Typed Name K.J. DENMAN CAPTAIN, USN | | | | c. APPROVING AUTHORITY (1) Typed Name J.G. RIPPERTON CAPTAIN, SC, USN | | | |
| (2) Organization NAF MISAWA | | (3) Telephone Number () 226-3005 | | (2) Organization FISC YOKOSUKA | | (3) Telephone Number () 243-7077 | |
| (4) Signature  | | (5) Date Signed 26 MAY 99 | | (4) Signature  | | (5) Date Signed 26 MAY 99 | |
| TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.) | | | | | | | |
| a. APPROVING AUTHORITY SIGNATURE | | b. DATE SIGNED | | a. APPROVING AUTHORITY SIGNATURE | | b. DATE SIGNED | |

11. GENERAL PROVISIONS (Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to printed provisions, additional parties to this agreement, billing, and reimbursement instructions.)

- a. The receiving components will provide the supplying component projections of requested support. (Significant changes in the receiving component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of source requirements.)
- b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of _____ prior to changing or cancelling support.
- c. The component providing reimbursable support in this agreement will submit statements of costs to: _____
- d. All rates expressing the unit of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.
- e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.
- f. In case of mobilization or other emergency, this agreement will remain in force only within supplier's capabilities.
- g. **FUNCTIONAL DESCRIPTION:** As part of ICC/BOS, the Receiver has transferred one funded Safety billet. Safety/environmental services provided will include a storefront of one MLC, located in the Receiver's spaces, with knowledge of the Receiver's safety and environmental security issues and concerns. NAF Misawa will also provide environmental program management support previously provided by FISC Facilities Department.

ADDITIONAL GENERAL PROVISIONS ATTACHED:



12. SPECIFIC PROVISIONS (As appropriate: e.g., location and size of occupied facilities, unique supplier and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)

1. BACKGROUND

Commander U. S. Naval Forces Japan (CNFJ) was tasked to develop and implement a regional concept for delivery of Base Operating Support (BOS) services in the Japan region. NAF Misawa was directed by CINCPACFLT to consolidate safety operations as part of an Inter Claimant Consolidation (ICC) of BOS funds. Under this ICC, BOS funds previously owned by NAVSUP Claimancy were transferred to the CINCPACFLT Claimancy. The BOS transfer is now completed, this Installation Support Agreement (ISA) sets out the services to be provided by the Supplier (NAF Misawa) and the Receiver (FISC Yokosuka, Hachinohe Fuel Terminal). Transfer of equipment was not addressed in the negotiations between NAVSUP and CINCPACFLT. This issue is being pursued by the two claimants. Until resolved, equipment will continue to be used in the positions for which they were acquired and owned by FISC Yokosuka.

2. POLICY

Services will remain "as is, where is", with equal or better standards.

ADDITIONAL SPECIFIC PROVISIONS ATTACHED:



All Specific Provisions

reement Nbr NAF SAFE/ENVIRO

ENVIRO Safety

Includes operation of environmental programs, educational support, and promotional efforts.

Supplier will:

1. Environmental Planning: NEPA does not apply but environmental decisions for the documentation required for special projects and MILCON projects do require an environmental statement of meeting categorical exclusions, environmental assessments or environmental impact statements. This planning should be in accordance with JEGS and other applicable standards for construction in Japan as required by the SOFA.
2. Implement, plan, and administrate the Hazardous Waste (HW) program, site restoration, site investigations, and Environmental Protection Compliance (EPC) program. These programs cover a wide range of activities such as fuel handling and storage, facilities maintenance, hazardous material/waste handling, dock operations, and refrigeration plant operations.
3. Provide technical advice and assistance to managers, staff, and supervisors on matters relating to the development, execution, and maintenance of adequate HW and EPC plans and programs. Develop Bilingual (English/Japanese) training programs for personnel involved in HW handling, transportation, packing, sorting, and disposal.
4. Investigate hazardous material/waste accidents/incidents and complaints. Review accident /incident complaint reports and maintain statistical data for analysis to identify problem areas. Review, analyze, and recommend modifications of plan developments, to include FISC and its detachments, to implement all required rules and regulations pertaining to United States and Japanese law, to include Defense Energy Support Center (DESC) Environmental Guide for Fuel Terminals and Japan Environmental Governing Standards (JEGS).
5. Conduct environmental assessments and EPC inspections of all FISC facilities and remote sites. Administer the implementation of the Hazardous Material/Waste Minimization and Control Program by training and advising managers and supervisors of program requirements and the surveillance of compliance of all required elements of these programs, preparing all required documents, reports, and instructions related to HW and EPC programs.

Receiver will:

1. Comply with all Supplier directives.

PUB SAF

Centrally Managed Safety/NAVOSH Program

A sub-function that consists of activities that provide and manage general base-wide safety and health services for the installation. It consists of all management, inspection, evaluation, education, and training, mishap investigation and reporting and other activities involved with the operation of the Safety/NAVOSH office. It includes Industrial Hygiene support.

Supplier will:

1. Provide for the administration and implementation of an activity-wide Safety/NAVOSH Program in accordance with OPNAVINST 5100.23 series and other applicable Navy and DOD instructions.

Receiver will:

1. Comply with all Supplier regulations and directives.
2. Ensure all personnel check in and out with the NAF Safety Department upon arrival and departure from Misawa.
3. Designate a collateral duty point of contact for Safety/NAVOSH issues.

Plan of Action and Milestones

Safety ISA (Misawa / FISC)

| Task | POC | Target/Date | Comments |
|---|-------------|-------------|------------------------------------|
| Provide PD's to Misawa Management Office (MO) | FISC | Done | Identify POC from both commands |
| Provide list of names and billets to transfer to Misawa MO | FISC | Done | |
| Provide current Organization chart to Misawa MO | FISC | Done | |
| Receive ISA inputs | FISC/Misawa | Done | |
| ISAs signed. | FISC/Misawa | 19-May-99 | |
| Transfer package forwarded to CNFJ HRO/FLO | Misawa | 8-Jun-99 | |
| Determine new site requirements (i.e. space, furniture, etc.) | Misawa | TBD | |
| Notify KPG & LMO of personnel actions | CNFJ HRO | 1-Jul-99 | Determine Adverse Impact |
| Notify employees | FISC | 1-Jul-99 | |
| Submit PARS to LMO via CNFJ HRO | CNFJ HRO | 15-Jul-99 | 15 days before Functional Transfer |
| Transfer of Minor Property Equipment/Adjust MP records | FISC/Misawa | 15-Jul-99 | |
| Cancel Purchase/phone/etc. cards | FISC | 15-Jul-99 | |
| Report change of functionality to customers | FISC/Misawa | 1-Aug-99 | |
| Debrief personnel - Farewells | FISC CO/DH | 1-Aug-99 | |
| Transfer Function & Personnel | FISC/Misawa | 1-Aug-99 | Must be 1st of the Month |

POC's:

Misawa:
FISC:

Mr. Turnbull
Lcdr Doug Newell

226-3446
243-7714